



California Scholarship Federation, Inc.

California Junior Scholarship Federation

AN AFFILIATE OF THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

Celebrating "Scholars for Service" since 1921



CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION STATE BY-LAWS

Article I – Chapter Affiliation and Organization

SECTION 1

Application for affiliations shall be made in writing to the CJSF Registrar. The application shall include a statement that the State Constitution of CJSF has been ratified by the applicant school. It shall also be accompanied by the affiliation fee set by the State Board of Directors and two copies of the proposed Standing Rules of said chapter. These shall be on the form provided by the CJSF Registrar.

SECTION 2

Approval of the applicant school shall rest with the CJSF Registrar who shall consult, in the case of question, with the appropriate CJSF regional vice-president and/or the State President if necessary.

SECTION 3

On approval of an application for affiliation, the CJSF Registrar shall assign to the applicant school an official chapter number which shall include in lower-case letters the regional designation (n = Northern, cc = Central Coast, c = Central, sc = South Central, s = Southern). The local organization shall thereafter be known as CJSF chapter _____.

SECTION 4 Each chapter shall set up its local organization in accordance with the Standing Rules approved for that chapter by the Registrar.

- (a) Each local chapter shall have a President, Vice-President, Secretary, and Treasurer, or whatever combination of officers may be desirable in the local situation.
- (b) Officers shall be elected by ballot as early as possible each semester, and none may serve in the same officer more than two consecutive terms.
- (c) The duties of the officers shall be those which ordinarily devolved upon their respective offices.
- (d) The elected officers and the faculty adviser shall constitute a Chapter Cabinet whose duty it shall be to plan meetings and other activities of the chapter and to appoint whatever committees may be necessary.
- (e) At least one regular meeting shall be held during each quarter. Special meetings may be called with consent of the chapter adviser.



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- (f) The Standing Rules of a chapter shall state the proportion of the membership that will constitute a quorum for the transaction of business.
- (g) The chapter Standing Rules may be amended by a two-thirds vote of the membership and with the approval of the principal and/or adviser, but no such amendment shall take effect until also approved by the CJSF Registrar. The adviser shall send two copies of the proposed amendment to the CJSF Registrar, who will return one copy to indicate approval or disapproval, and keep the other copy in his/her files.

Article II – Affiliation Fee and Chapter Dues Contribution

SECTION 1

Each applicant school shall include with its application an affiliation fee in the amount set by the Board of Directors.

SECTION 2

Each chapter shall pay state dues beginning with the first academic year following the date of its affiliation. The amount of dues shall be set by the Board of Directors and shall be according to total school enrollment. The Board of Directors shall also set a date by which dues become delinquent.

SECTION 3

These payments shall be deposited with the CSF/CJSF State Treasurer.

SECTION 4

Individual chapters may levy nominal membership dues according to local needs and policies, but no eligible applicant may be refused membership for non-payment of dues.

Article III – Classes of Membership

SECTION 1

Chapter membership shall be two kinds: semester/trimester and honor member.

- (a) Members of the chapter shall be those students who have met the required eligibility standards during the preceding semester/trimester, as specified in Article IV below, and who have made proper application for membership. On a campus that includes 6th grade, second semester 6th graders as well as first semester 7th graders have no official CJSF status. These students may be considered non-voting "invited guests" of the CJSF chapter. These students may not serve as officers nor may the semesters count toward Honor Member status.
- (b) Honor Members shall be those to whom the official honor status has been achieved and who have been awarded the official honor pin as prescribed in Article V, Section 1.



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Article IV – Requirements for Semester/Trimester Membership

SECTION 1

No school shall set requirements for membership other than those set in this article.

SECTION 2

Membership is neither automatic nor compulsory. The adviser has the responsibility of publicizing the requirements by whatever means the principal and/or adviser deem best, and the student has the responsibility of making application for membership on the approved form during the application period. Under no circumstances may retroactive membership be granted to a student who has failed to avail himself of the opportunity to apply for membership at the proper time.

SECTION 3

Membership shall be based on scholarship and citizenship only. Extra-curricular activity points shall not be used in determining eligibility. Members shall not be required to attend meetings or participate in activities. However, a chapter may distinguish between active and inactive members.

SECTION 4

All students enrolled in affiliated schools of the type described in Article IV, Section 1, of the CJSF Constitution, and who have met the required standards of scholarship and citizenship, shall be eligible for membership.

SECTION 5

Membership is granted for the semester or trimester following the one in which the qualifying grades were earned, and is for that semester/trimester only. In order to become a member, all eligible CJSF students must apply for membership during an enrollment period established by the adviser, which must occur within the first four weeks of each academic term. Grades earned in the final semester/trimester of 8th shall count toward honor membership in the schools ending in grade 8; grades earned in the final semester/trimester of 9th shall count toward honor membership in those schools ending in grade 9.

SECTION 6

To maintain the academic excellence in CJSF, it is essential that all chapters conform their academic eligibility requirements as follows:

- (a) All grades earned the previous semester must be equivalent of C or better. A grade of D or F shall debar membership for that semester.
- (b) The academic courses shall be English, Foreign Language, Mathematics, Reading, Religion, Science and Social Studies, as well as those other subjects which are academically oriented and which the principal designates to be of value equal to the aforementioned subjects.
- (c) Courses listed above whose grades are established on a reduced standard do not meet the requirements as a qualifying course.



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SECTION 7

A student establishes membership by earning academic points. For membership, the number of points earned must be twice the number of academic subjects in which the student is enrolled, i.e., ten (10) points must be earned by a student enrolled in five (5) eligible subjects, twelve (12) points for a student with six (6) subjects, etc., with the minimum number of academic subjects being four (4).

SECTION 8

CJSF semester points are calculated as follows:

A grade of "A"	3 CJSF points
A grade of "B"	1 CJSF point
A grade of "C" or "Pass"	0 CJSF points

One additional point shall be granted for a grade of "A" or "B" in an AP, IB, or Honors course, up to a maximum of two such points per semester.

A grade of "D" or "F" in any subject shall disqualify the student from membership for the semester.

Schools on the trimester plan shall have three (3) application periods instead of two (2), and shall count A's and B's as on the semester plan.

In accordance with the requirements for CSF, no CJSF points shall be given for Physical Education, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.

Grades earned in summer school courses, repeated or remedial subjects shall not count for CJSF points, but grades in these subjects must be a C or better.

SECTION 9

The CJSF Registrar shall be empowered to approve an equitable eligibility plan for schools which have unusual grading systems.

SECTION 10

Transfer from one federated school to another shall not affect the student's record provided that official verification of members, NOT mere eligibility, shall be transmitted.

A student who transfers to a federated school from a non-federated school and whose grades from the former school meet the requirement of the school into which he transfers, shall also be accepted for membership. The previous semesters/trimesters in which he would have qualified will also be recognized.

SECTION 11

To establish the membership of a newly chartered chapter, eligible students must apply for CJSF membership based on their more recently earned semester grades; it is understood that this is likely to occur later in the current term than the normally prescribed "first four weeks." As soon as this initial membership has been



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established, the adviser must then review the academic records of students applying for retroactive membership, granting them retroactive membership credit as appropriate based on previous semester grades. This one-time instance, following upon a chapter being chartered, is the ONLY situation in which retroactive membership is allowed.

SECTION 12

Any student who is otherwise eligible but who in the judgment of the adviser and principal is an unworthy citizen may be debarred from semester/trimester membership. This may affect honor membership.

Article V – for Honor Membership

SECTION 1

Requirements for Honor Membership are:

- (a) Students must earn CJSF membership in at least FOUR semesters including one in the ninth grade, or
- (b) Students must earn CJSF membership THREE semesters with TWO in the ninth grade, or
- (c) Students in schools without the ninth grade must earn membership for THREE semesters, or
- (d) Students must earn CJSF membership in at least TWO trimesters of the ninth grade and FOUR trimesters in the seventh and eighth grades combined, or
- (e) Students in schools without the ninth grade must earn membership for TWO trimesters in the seventh grade and TWO trimesters in the eighth grade.

SECTION 2

The second semester or third trimester of ninth grade, or of the eighth grade in schools without ninth grade, may be counted toward establishing Honor Membership.

Article VI – Awards and Benefits

SECTION 1

Required awards for Honor Members are the following:

(a) The official Honor Membership pin shall be awarded to the Honor Members as designated in Article V, Section 1. Any member who permits an unauthorized person to wear his honor pin shall forfeit both the pin and membership in CJSF.

(b) Honor Membership shall be indicated in the cumulative record which is sent to the student's



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next school.

(c) Honor Members of CJSF who enter senior high school shall be eligible for associate membership in the CSF at the new school during the first semester.

SECTION 2

Optional awards shall be the following:

- (a) The official membership card may be issued to each member each semester or trimester.
- (b) The official gold seal may be placed on the certificate of promotion or other document which the Honor Member receives upon the completion of the eighth or ninth grade, whichever is the highest grade of that school.
- (c) The official Honor Member medallion may be awarded to Honor Members of the chapter.

SECTION 3

Any adviser who has served for ten years shall be awarded a CJSF Honor Membership pin by the Regional Vice-President at a regional conference.

Article VII – Duties of Chapter Advisers

SECTION 1

The duties of the chapter adviser shall be to:

- (a) Publicize, with the approval of the principal, to the student body the requirements for membership and the method of application for CJSF.
- (b) Check CJSF applications and to determine eligibility for chapter membership. An appropriate initiation ceremony for new members each semester/trimester is encouraged.
- (c) Keep accurate records and a permanent file of chapter members.
- (d) Determine Honor Membership and provide for corresponding awards (see Article V, Section 1).
- (e) Designate on the cumulative record of each student who has earned the Honor Award verification of such receipt and to transmit to the senior high school a list of students who received the Honor Award.
- (f) To maintain the chapter in good standing by promptly submitting all necessary correspondence with



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state officers, including payment of state dues according to the yearly due dates set by the CSF/CJSF State Board of Directors.

- (g) Supervise chapter activities, see that the State Constitution and Chapter Standing Rules are observed, and that the financial obligations of the chapter are met.
- (h) To submit Huhn Memorial Award candidates for the regional conferences.
- (i) To attend the annual Advisers' Meeting and the regional conference whenever possible.
- (j) See that all papers and records of the chapter are in a safe place where they are accessible to the principal or to a succeeding adviser.
- (k) Exercise care that the chapter upholds the ideals for which CJSF stands.

Article VIII – Districts, District Advisers and District Meetings

SECTION 1

At the discretion of the Board of Directors, a number of local chapters located in a geographically convenient area may be grouped together to form a district.

SECTION 2

The duties of an adviser of such a district would be:

- (a) To promote and maintain the interest of chapters on district activities.
- (b) To attend in person all annual advisers' meetings within a reasonable distance and to report to the chapter advisers within the district.
- (c) To coordinate all district activities with the regional Vice-President.

Article IX – Regions and Regional Conferences

SECTION 1

The chapters of CSF and CJSF shall, for the purpose of administrative efficiency and annual conference scheduling, be grouped geographically into five (5) regions: Northern, Central, Central Coast, South Central, and Southern.

SECTION 2

One conference shall be held annually in each region, at a place determined by the previous regional conference. The date shall be determined by the host chapter, subject to the approval of the Board of Directors. Notice shall be mailed to all chapters in the region at least four weeks prior to the date set for such meeting. A nominal registration fee to cover the necessary conference expenses may be assessed of



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each person attending the conference.

SECTION 3

The advisers of the chapters hosting the next succeeding conference, the respective CSF Vice-President and the respective CJSF Vice-President shall together constitute a committee in charge of the arrangements for the conference.

SECTION 4

The purpose of regional conferences shall be to bring the student members of local chapters into active friendly relations, to obtain constructive expressions of student opinion, and to further the ideals of CSF/CJSF.

SECTION 5

At such conferences, each chapter within the region may be represented by any number of participants, subject to such necessary limitations as may be imposed by the host school; but each chapter shall have one vote only.

Article X – Duties of State Officers

SECTION 1

The duties of the President shall be:

- (a) To preside at all meetings of the Board of Directors and at all state meetings of advisers.
- (b) To attend regional conferences.
- (c) To name, in consultation with the Board of Directors, all appointed state officers and committees.
- (d) To give assistance in the installation of new chapters.
- (e) To coordinate the duties of state officers.
- (f) To call for and compile official reports from the appropriate state officers for each Executive Board and Board meeting.
- (g) To appoint any ad hoc committees that may be needed.
- (h) To prepare and send a newsletter periodically to all advisers.
- (i) To be official spokesperson for the Federation.



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- (j) To be responsible in concurrence with the Registrar, for clarification of questions regarding the official CJSF Handbook.

SECTION 2

The duties of the Past President shall be:

- (a) To perform the duties of the Historian/Archivist (if there is not one appointed):
- To compile documentary records of the Federation's actions and programs.
 - To prepare such records for submission to the State Library in Sacramento for inclusion in the Federation's archives housed therein.
 - To deliver these prepared records periodically to the State Librarian or his/her deputy.
- (b) To perform the duties of the Public Relations Chairperson (if there is not one appointed).
- (c) To perform such duties as the President may direct.

SECTION 3

The duties of the President-Elect shall be:

- (a) To act as President during the absence or incapacity of the President for such time as the President is unable to fulfill the duties of the office.
- (b) To become acquainted with the duties and responsibilities of the President.
- (c) To perform the duties of the Chairperson of Legislation (if there is not one appointed):
- To receive and review all proposed amendments to the CSF State Constitution and Bylaws.
 - To bring to the attention of the Board of Directors any proposed state of national legislation which may affect scholarships and the general purposes of CSF.
- (d) To perform such duties as the President may direct.

SECTION 4

The duties of the CJSF Regional Vice-Presidents shall be:

- (a) To maintain regular communications with the advisers in the region, serving as their liaison with the state board.
- (b) To submit reports to the President as requested.
- (c) To assist the CSF Vice-President in securing a suitable meeting place and making arrangements for the October annual meeting when it is held within the region; to be



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responsible for the organization of CJSF seminars within the annual meeting.

- (d) To assist the host chapter as needed in making arrangements for the regional conference, including the organization of CJSF seminars within the regional conferences, and to assist in making provision for the next regional conference.
- (e) To preside at the CJSF advisers' meeting in connection with the regional conference, and to appoint a recorder to take minutes at that meeting.
- (f) To contact, at the request of the President, Registrar, or Treasurer, any inactive or delinquent chapters in the region.
- (g) To encourage affiliation of eligible schools within the region.

SECTION 5

The duties of Treasurer shall be:

- (a) To disburse funds with the written approval of the President or President-Elect in a timely fashion.
- (b) To arrange, in conjunction with the bookkeeper, for an annual compilation by a professional accountant
- (c) To make a financial report at the annual meeting.
- (d) To serve as Chairperson of the Budget Committee.
- (e) To make board hotel reservations for conference and board meetings. Also, to procure catered meals for board meetings as needed. To notify advisers of the assessment of annual chapter dues.
- (f) To notify the official jeweler annually of delinquent chapters.

To serve as Chairperson of the Budget Committee

SECTION 6

The duties of the CJSF Registrar shall be:

- (a) To receive all appropriate documents from applicant schools, checking them for accuracy and completeness, and, upon approval, returning documents to the applicant schools. (The Registrar may consult with the appropriate Regional Vice-President and/or State President as may be necessary.)



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- (b) To maintain a file of the standing rules of each chapter.
- (c) To approve a special eligibility plan for schools which have unusual grading systems.
- (d) To approve amendments to Chapter Standing Rules provided they do not violate the State Constitution of CJSF or CSF.
- (e) To insure that each chapter receives a copy of the "CJSF Newsletter" published once each semester.
- (f) To submit an annual report to the State President at the out-going State Board of Directors meeting held in October each year.
- (g) To be responsible, in concurrence with the President, for clarification of questions regarding the official CJSF Handbook.
- (h) To be custodian of the official State Seal.
- (i) To provide a copy of the State Constitution and all other information to each applicant school.
- (j) To provide two (2) copies of a printed form to serve as Chapter Standing Rules when properly filled out by the applicant school.
- (k) To assign a chapter number and provide an appropriate charter with the State Seal and the signatures of the CJSF Registrar and State President.
- (l) To submit all fees to the State Treasurer, who shall maintain a separate account for each chapter.
- (m) To keep an up-to-date file of all chapters.

Article XI – Huhn Memorial Award

SECTION 1

The Huhn Memorial Awards, in memory of Marian Huhn, are granted each spring to Honor Members in each region in the state.

SECTION 2

The number of awards and the amount of each shall be determined annually by the Board of Directors.

SECTION 3

The Committee for selecting the recipients shall be appointed by each Regional Vice-President to read the nomination papers for some region other than his/her own. The committee shall select recipients from among the nominees in that region.



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Article XII – Board of Directors

SECTION 1

The Board of Directors, acting as a group, shall transact all business and administer all funds of the Federation.

SECTION 2

It shall act as a Constitution Committee to interpret the meaning of any part of the Constitution or By-Laws.

SECTION 3

It shall act as a court of appeal regarding the decisions of the Registrar.

SECTION 4

It shall meet regularly prior to the annual meeting and at such other times as may be deemed necessary.

SECTION 5

A majority of the members shall constitute a quorum.

SECTION 6

A majority vote shall be necessary to take any action.

SECTION 7

All meetings shall be open, and advisers shall be welcome to observe or to present problems.

SECTION 8

The Executive Board of the California Scholarship Federation shall consist of seven members of the State Board: President, President-Elect, Past-President, Treasurer, CSF Registrar, CJSF Registrar, and Secretary. This executive board shall act on behalf of the State Board on all matters of concern when the State Board is not in session. This executive committee has the authority, granted by the State Board, to make decisions concerning all monetary and constitutional issues that may arise unless the State President calls a special board meeting.

Article XIII – Suspension of Charter

SECTION 1

The charter of an affiliated school shall be subject to suspension under any of the following conditions:

- (a) Obvious violation of the State By-Laws.
- (b) Failure to enact and return to the Registrar within time limits set by the Board of Directors, chapter Standing Rules as required by the State By-Laws.
- (c) Failure to submit amendments to Standing Rules to the Registrar for approval or disapproval.



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- (d) Retention of an amendment after disapproval by the Registrar, or, upon appeal, by the Board of Directors.
- (e) Failure to pay dues by the final date set by the Board of Directors. (See State By-Laws, Article II, Section 3.)
- (f) Failure of the adviser or school authorities to answer reasonable communications relative to the chapter.
- (g) Failure of the chapter to function.

SECTION 2

The Board of Directors shall be authorized to determine whether any of the above conditions exists, and, if so, to notify the principal and adviser by certified mail no later than May 15 that the chapter will be suspended at the annual meeting in October unless the cause of delinquency is removed prior to that date.

SECTION 3

A suspended chapter which has removed the cause of delinquency may be reinstated and its charter restored upon payment of a reinstatement fee and any back dues as the Board of Directors may determine.

Article XIV – Parliamentary Authority

Robert's Rules of Order shall be the standard of procedure for this organization except as otherwise provided in this CJSF Handbook.

Article XV – Amendments

SECTION 1

Amendments to these By-Laws may be proposed by any member of the Board of Directors, by any individual chapter adviser, or by action taken at a district meeting or regional conference or at an annual meeting.

SECTION 2

Proposed amendments to these By-Laws shall be submitted in writing to the CSF/CJSF Central Office which will forward them to the Board of Directors.

SECTION 3

Amendments to these By-Laws may be made by a majority vote of at least a quorum of the Board of Directors sitting in a regular session.

SECTION 4

Amendments to these By-Laws shall become effective at a date determined by the Board of Directors.